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**To:** Victor Ketellapper  
**From:** Steven Paris  
**Date:** May 16, 2005  
**Subject:** APRIL 2005 MONTHLY STATUS REPORT

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## **Task 1 – Scoping Meeting**

### ***Task Accomplishments***

- There were no activities on this task during the reporting period.

### ***Task Forecast***

- No work is anticipated under this task in the future.

### ***Issues***

- No funding remains for this task.

## **Task 2 – Monthly Reports**

### ***Task Accomplishments***

- The subject report was prepared.

### ***Task Forecast***

- Monthly progress reports will be prepared until completion of the project.

### ***Issues***

- No issues were identified with this task this reporting period.

## **Task 3 – Fact Sheets**

- No issues were identified with this task this reporting period.

### ***Task Accomplishments***

- There were no activities on this task during the reporting period.

### ***Task Forecast***

- There are no activities scheduled for this task in May.
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### **Issues**

- Total Costs revised to \$10,063 to include markup not previous reported.

### **Task 4 – Newspaper Advertising**

#### **Task Accomplishments**

- There were no activities on this task during the reporting period.

#### **Task Forecast**

- There were no activities scheduled for this task in April.

### **Issues**

- Total Costs revised to \$1,759 to include markup not previous reported. Unfortunately, this brings this task over budget.

### **Task 5 – Stakeholder Action Plan**

#### **Task Accomplishments**

- Data development
  - Continued contacting assessment participants with questions as necessary to clarify or elaborate on issues.
  - Responded to comments and inquiries of community stakeholders, as appropriate.
- Data analysis
  - Continued refining analytical insights during the process of developing the final presentation and report.
  - Continued developing 'analytical notes' and 'research and methodology journal' documents.
  - Continued consulting with Victor Ketellapper, EPA VB-I70 Program Manager regarding issues that have arisen.

#### **Task Forecast**

- Finalize in-depth analysis.
- Develop the final written report.
- Develop a presentation for EPA and CDPHE Program Managers, Denver Environmental Health, and EPA Community Relations staff.



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### **Issues**

- The final presentation planned for the last week in April has been postponed. A new date has not yet been scheduled.

### **Task 6 – Revision of the Community Relations Plan**

#### **Task Accomplishments**

- There were no activities on this task during the reporting period.

#### **Task Forecast**

- SUMMIT will revise CIP as directed by EPA.

### **Issues**

- Not applicable.

### **Project Costs**

| EPA VB/I70 Ph 2 |                              | Budget          | Total Costs     |
|-----------------|------------------------------|-----------------|-----------------|
|                 | EPA VB/I70 Ph 2              |                 |                 |
|                 | Task 1 Meeting               | \$435           | \$434           |
|                 | Task 2 Monthly Reports       | \$1,500         | \$973           |
|                 | Task 3 Fact Sheets           | \$10,476        | \$10,063        |
|                 | Task 4 Advertising           | \$1,662         | \$1,759         |
|                 | Task 5 Stake Act Plan        | \$38,927        | \$36,390        |
|                 | Task 6 Rev CRA               | \$11,924        | \$10,660        |
|                 | <b>Total EPA VB/I70 Ph 2</b> | <b>\$64,923</b> | <b>\$60,278</b> |

Costs reported as of 5/01/05